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ABSTRACT

The bibliography on careers lists discs, cassettes, and braille books in the network library collections provided by the National Library Service for the Blind and Physically Handicapped, Library of Congress. The bibliography is divided into six subject sections. The first section, "Choosing a Career: Some Options," lists resources in arts and music, computers, health and human services, sales, small business, writing and communications, and other occupations. Other sections include "Job Searching: Skills and Techniques," "Young People in the Workforce," "Women in the Workforce," "Success in the Business World," and "Laws and Legislation." Within each section, books are arranged alphabetically by title and described briefly. (JDD)

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Careers

Job Searching and Success

ED322694

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Contents

Introduction

Choosing a Career: Some Options

Arts and Music
Cassettes 1
Braille 1

Computers
Cassettes 2
Braille 2

Health and Human Services
Cassettes 3
Braille 4

Sales
Cassettes 4
Braille 5

Small Business
Disc 5
Cassettes 5
Braille 7

Writing and Communications
Cassettes 7
Braille 9

Other Occupations
Discs 11
Cassettes 11
Braille 14

Job Searching: Skills and Techniques
Cassettes 16
Braille 17

Young People in the Workforce
Disc 19
Cassettes 19
Braille 20

Women in the Workforce
Discs 22
Cassettes 22
Braille 23

Success in the Business World
Discs 25
Cassettes 25
Braille 30

Laws and Legislation
Cassette 32
Braille 32

Other Bibliographies 33

Index
Discs 34
Cassettes 35
Braille 45

Order Form 51

Introduction

This bibliography is a guide to books on careers. It lists disc, cassette, and braille books in the network library collections provided by the National Library Service for the Blind and Physically Handicapped, Library of Congress.

Choosing a career may be one of the most difficult and most important decisions you will make. The right career choice is often the key to becoming a productive, contributing, and worthwhile member of society. Unfortunately, disabled persons may face obstacles in seeking jobs and careers. Affirmative action and the efforts of disabled workers have gone a long way toward establishing the employment rights and potential of handicapped persons, but some attitudinal barriers remain. As more and more disabled workers achieve success in the business community, however, these negative attitudes, too, should diminish.

To select the perfect occupation, you need a good understanding of your skills, attitudes, personality traits, and goals, as well as a knowledge of the job market. Whether you are just out of school, changing careers in midlife, or returning to the workforce, the first step is to assess your strengths and abilities and match them with opportunities in the marketplace. In *How to Get a Better Job*, author Austin Marshall guides you in self-evaluation and job research. *What Color Is Your Parachute?* by Richard Nelson Bolles and *See Me More Clearly* by Joyce Slayton Mitchell tackle the problems of assessing your skills and determining your career goals. Other books in this bibliography explore specific career options in fields such as health, computers, sales, and writing and in careers such as airplane piloting, teaching, running a business, and even training animals.

You can find help in planning resumés and perfecting your interviewing techniques in *Get the Best of Yourself* by Katherine Nash, *Want a Job? Get Some Experience. Want Experience? Get a Job* by Don Berliner, and in Richard H. Beatty's *The Resumé Kit*.

Students looking for their first job may profit from Lawrence Graham's strategies in *Jobs in the Real World*. The particular needs of women job-seekers are addressed in *Woman's Work Book* by Karin Abarbanel and Gonnie McClung Siegel. A large selection of books offer advice on how to succeed in the business world once you get the job. In addition to books in this bibliography, libraries have other resources for those seeking jobs and careers. Please contact your cooperating library for further information and assistance.

This bibliography is available in large-print, disc, and braille formats. The large-print edition contains more than 180 titles on disc, on cassette, or in braille. The disc edition lists only recorded materials; the braille edition lists only braille. In the large-print and disc editions, books available on flexible disc are cited with their cassette versions.

Careers is divided into six subject sections. Within each section, disc books, cassette books, and braille books appear in succession, arranged alphabetically by title. Each book is described briefly. The alphabetical author-title index at the end of the bibliography is also grouped by disc, cassette, and braille formats. The table of contents lists books by subject and format.

To order books, fill out the order form at the back of the bibliography and send it to your cooperating library. Book numbers in the order form are listed by format. Flexible-disc book numbers follow the braille listing.

Choosing a Career: Some Options

Arts and Music

Cassettes

Behind the Filmmaking Scene
RC 21786
by Virginia Phelps Clemens
narrated by Phil Regensdorf
1 cassette
An inside look at the business of filmmaking views the many jobs associated with the production of such movies as "The Planet of the Apes," "Raiders of the Lost Ark," "Rocky," and "Superman." For junior and senior high and adult readers. 1982.

Fine Trades RC 16734
by Suzanne Seed
narrated by Joyce Reynolds
1 cassette
Ten artists devoted to excellence in their crafts tell what they do and how they learned to do it. Includes an eighteen-year-old violin maker, a master vintner, a piano technician, a chef, a furrier, and a metalsmith. For junior and senior high and adult readers. 1979.

How to Succeed in Show Business by Really Trying: A Handbook for the Aspiring Performer RC 24821
by Michael Lydon
narrated by Paul Baker
2 cassettes
Experienced in show business, the author offers advice and practical information. Discusses training, performance technique, and the business side of entertaining. Includes a section of most-often-asked questions. For junior and senior high and other readers. 1985.

Music Business Handbook and Career Guide RC 18895
by David Baskerville
narrated by Ray Hagen
5 cassettes
Delineates the qualifications, training, and experience necessary to pursue careers in the music industry. Possible careers include agent, manager, concert promoter, producer, performing artist, administrator, engineer, distributor, and conductor. Areas of employment include songwriting, music publishing, the record industry, radio, televison, advertising, and films. 1981.

Off Balance: The Real World of Ballet RC 19620
by Suzanne Gordon
narrated by Madelyn Buzzard
2 cassettes
An expose of the glamorous, rigid world of ballet. To describe the dancer's life, Gordon interviewed numerous students, dancers, stage mothers, instructors, and choreographers. Meager salaries, high incidences of injury, commonplace anorexia nervosa, and repression of the individual spirit are all seen as typical but unneccessary aspects of ballet with which dancers must contend. 1983.

Braille

Careers and Opportunities in Music BR 19
by Alan Rich
3 volumes
In surveying the music world and its possibilities, a music critic for the New York Herald Tribune discusses the particular challenges, rewards, and problems of the performer, composer, teacher, and critic. 1964.

Computers

Cassettes

Career Choices for Students of Computer Science RC 23177
by Career Associates
narrated by Maurice Shroder
1 cassette
A guide to job possibilities in the numerous "high tech" professions, from programming to marketing. Includes discussions on how to break into each field, and lists specific job responsibilities, career paths, and sources for further information. Among the special features are geographic job indexes and interviews with people in each field. 1985.

Exploring Computer Careers for the Handicapped RC 25910
by Marilyn Jones
narrated by Todd Curless
1 cassette
Discusses educational resources available to blind, visually impaired, deaf, hearing impaired, and deaf/blind people, as well as to those with cerebral palsy and other physical disabilities. Reviews aptitude testing, home-based educational projects, careers in engineering and in the cottage industry of computer repair, and courses in various aspects of data processing and programming for handicapped individuals available through special organizations. 1985.

Making Money with Your Microcomputer RC 26338
by Howard Parmington
narrated by Kerry Cundiff
1 cassette
Presents over thirty ideas for home-based microcomputer businesses including such services as payroll and accounting, direct-mail advertising, graphic arts, and fundraising support for charitable organizations. Also includes basic business information for the new entrepreneur and a directory of software suppliers. 1985.

You Don't Have to Be a Genius to Land a Computer Job: How to Find a Career in the World's Fastest Growing Field RC 21169
by Jack Leslie Stone
and Stephen Stark Roberts
narrated by Dennis Bateman
2 cassettes
Provides information on how to get a computer job without having a degree or previous training. Tells where the computer jobs are, what industries they are in, what they pay, what the hiring policies are, how fast you can advance, what the fringe benefits are, how you will be evaluated, and what the work environment will be like. 1984.

Your Future in Word Processing RC 19576
by Gilbert J. Konkel and Phyllis J. Peck
narrated by Kerry Cundiff
1 cassette
Introduces a variety of careers in word processing. Discusses how to get a job, how to use word processing as a stepping stone to other fields, and opportunities of the future. For high school and adult readers. 1981.

Braille

Career Choices for Students of Computer Science BR 6312
by Career Associates
1 volume
A guide to job possibilities in the numerous "high tech" professions, from programming to marketing. Includes dis-

cussions on how to break into each field, and lists specific job responsibilities, career paths, and sources for further information. Among the special features are geographic job indexes and interviews with people in each field. 1985.

Careers in Data Processing BR 1302
by Stanley L. Englebardt
1 volume
A survey of the field of data processing that explains in simple terms what computers are, how they were developed, and how they operate. Describes many computer-related careers such as machine or key-punch operator, field engineer, programmer, sales representative, systems specialist, and computer designer. For junior and senior high readers. 1969.

The Computer Careers Handbook BR 5543
by Connie Winkler
2 volumes
Basic advice and information for people considering computer-related careers. Covers how to determine if you have an aptitude for computer work, the kinds of jobs available, education and training required, where the jobs are, salaries, and the future of computers. Special sections describe opportunities for women, disabled people, and minorities. For high school and adult readers. 1983.

Exploring Computer Careers for the Handicapped BR 6887
by Marilyn Jones
2 volumes
Discusses educational resources available to blind, visually impaired, deaf, hearing impaired, and deaf/blind people, as well as to those with cerebral palsy and other physical disabilities. Reviews aptitude testing, home-based educational projects, careers in engineering and in the cottage industry of computer repair, and courses in various aspects of data processing and programming for handicapped individuals available through special organizations. 1985.

Your Future in Word Processing BR 5450
by Gilbert J. Konkel and Phyllis J. Peck
1 volume
Introduces a variety of careers in word processing. Discusses how to get a job, how to use word processing as a stepping stone to other fields, and opportunities of the future. For high school and adult readers. 1981.

Health and Human Services

Cassettes

Careers in Health: The Professionals Give You the Inside Picture about Their Jobs RC 13525
by Barbara Zimmermann
and David B. Smith
narrated by John Stratton
2 cassettes
Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers. 1978.

Head Nurse RC 9537
by Barbara Villet
narrated by Dale Carter
2 cassettes
A realistic look at the trials and tribulations of a typical nurse in a large urban hospital. The author dispels many myths

about the profession and depicts the human suffering of patients from all levels of society. Strong language. 1975.

New Career Opportunities in Health and Human Services RC 22811
by Margaret Djerf DeRidder
narrated by Phil Regensdorf
2 cassettes
Career opportunities in social work, clinical psychology, special education, and occupational and physical therapy. Also considers paraprofessional service, government, and administrative careers. 1984.

Braille

Careers in Health: The Professionals Give You the Inside Picture about Their Jobs BR 4064
by Barbara Zimmermann
and David B. Smith
3 volumes
Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers. 1978.

Careers in Medical Science BR 2711
by Diane Seide
1 volume
Analyzes over fifty health-care careers. Discusses academic and personal qualifications, the work involved, salary ranges, and organizations to contact for additional information. For junior and senior high readers. 1973.

Careers in Social Work BR 252
by Frances A. Koestler
1 volume
A brief survey of the field of social work addressed to the young person considering a career. Among the topics covered are: the kinds of social work, the method of entering the profession, and the opportunities for advancement. For high school and adult readers. 1965.

So You Want to Be a Social Worker BR 1232
by Helen Harris Perlman
2 volumes
The author discusses the different types of social workers, social work as a profession, required training, salary, work conditions, and opportunities for advancement. Includes a list of other sources for additional information. 1970.

Sales

Cassettes

How to Sell Anything to Anybody RC 12341
by Joe Girard with Stanley H. Brown
narrated by Buckley Kozlow
1 cassette
Considered the "number one retail car and truck salesman in the world," a fact acknowledged in the Guinness Book of World Records, Girard explains how he does it. Some of his advice includes prospect lists, cold telephone calls, birthday cards, and "keep hustling." 1977.

The One Minute Sales Person: The Quickest Way to More Sales with Less Stress RC 21517
by Spencer Johnson and Larry Wilson
narrated by Edwin Horton
1 cassette
A concise guide for the successful salesperson in today's changing world. Gives advice on enjoying your job and your life as you discover "the liberating

secrets of self-management, the integrity of selling on purpose, and the wonderful paradox of helping others get what they want." Also issued on flexible disc as FD 21517. Bestseller 1984.

Sell Your Way to Success RC 14733
by David M. Brownstone
narrated by Buckley Kozlow
2 cassettes
Advice on developing the skills necessary for success in sales. Covers such points as understanding why people buy, tricks of talking effectively, analyzing and using one's appearance, organizing work, and closing the sale. 1979.

Selling What You Make RC 7755
by Jane Wood
narrated by Betty Williams
1 cassette
Intended for the young crafts producer who would like basic business guidance. Topics covered include direct sales, selling to stores and wholesalers, making presentations, preparing forms, and record keeping. 1973.

Braille

How to Sell Your Ideas BR 6052
by Jesse S. Nirenberg
2 volumes
Instructs the reader in developing communication skills in business and in private life. Describes how to capture a listener's attention, how to anticipate obstacles, and how to persuade others. 1984.

What You Should Know about Selling and Salesmanship BR 2904
by Milton B. Burstein
1 volume
Beginner's guide to the art of salesmanship that discusses the approach to selling, presentation of the product, handling customer objections, the myth of sales personality, and other subjects. 1969.

Small Business

Disc

Home, Inc.: How to Start and Operate a Successful Business from Your Home RD 17565
by Stuart Feldstein
narrated by Brian Rublein
4 discs
A Business Week editor prepares you to set up your own home business. Practical manual that offers lively interviews combined with economic research. Feldstein spells out the profit potential, prospective hazards, and the possibilities of enjoyment. 1981.

Cassettes

Home Operated Business Opportunities for the Disabled RC 21752
edited by Raymond C. Cheever
narrated by Bets Thompson
1 cassette
Practical guide for those individuals who find that the best way to make a productive living is to operate a business in their own homes. Offers tips on getting started and suggests you consider your own skills and interests as well as your own physical limitations in selecting a business. 1977.

Small Business Cassettes

How to Become Financially Successful by Owning Your Own Business RC 17623
by Albert J. Lowry
narrated by Art Metzler
3 cassettes
A realistic guide for readers who intend to buy an aready established business instead of starting from scratch. Using case histories, Lowry explains how to evaluate a small business and how to deal with such problems as financial management, insurance, government regulations, computer frauds, shoplifting, and taxes. 1981.

How to Open Your Own Shop or Gallery RC 14183
by Leta W. Clark
narrated by Esther Benson
2 cassettes
Detailed information and operational guidelines for the prospective small-business person. Directed particularly to specialties such as clothing, antique, craft, or book shop. Provides help in getting organized and record keeping, and gives advice on taxes. 1978.

How to Prosper in Your Own Business: Getting Started and Staying on Course RC 17166
by Brian R. Smith
narrated by Art Metzler
3 cassettes
The manual urges would-be small business owners to determine first if they have the necessary attitudes and stamina that a successful entrepreneur needs. Discusses why some businesses succeed and others fail and explains how to plan and operate a small business, including personnel policies, finance, marketing, and sources of help. 1981.

Starting and Managing a Small Business of Your Own RC 12231
by Wendell O. Metcalf
narrated by Charlie Ryle
1 cassette
Produced by the Small Business Administration, these practical guidelines advise on the type of business to choose, one's chance of success, investing in a franchise, and many other aspects of business. 1973.

Starting and Managing a Small Business of Your Own RC 16373
by Wendell O. Metcalf
narrated by Art Metzler
1 cassette
A basic manual published by the Small Business Administration. Includes the administration of small business, investments, franchises, management problems, and other related subjects. 1973.

Starting and Succeeding in Your Own Small Business RC 11071
by Louis L. Allen
narrated by Art Metzler
1 cassette
Practical guide to financing and managing your own company by a leading authority on small business. Discusses the characteristics of a small businessman, how to attract customers, how to select products, and the philosophy of succeeding in business. 1968.

You, Inc.: A Detailed Escape Route to Being Your Own Boss RC 8047
by Peter Weaver
narrated by George Miller
4 cassettes
A manual of a not-so-impossible dream of running one's own business. The author, who broke his own ties with the establishment, tells how to find the money, how to make sure you've got

the right business in mind, and how to succeed. 1973.

Braille

Buyerism: How to Purchase a Franchise or a Small Business BR 2395
by WWWWW Information Services
2 volumes
This guide to "buying skills" for the individual starting a small business includes suggestions for conserving energy, time, and money, provides numerous examples of possible situations, and explains how to recognize and take advantage of opportunities. 1970.

Climb Your Own Ladder: 101 Home Businesses That Can Make You Wealthy BR 5681
by Allen Lieberoff
3 volumes
Basic information on starting and running a variety of rewarding small businesses, ranging from clerical, automotive, and cleaning services to unusual businesses such as theatrical producer, astrologer, and sex surrogate. 1982.

Starting on a Shoestring: Building a Business without a Bankroll BR 5956
by Arnold S. Goldstein
3 volumes
Comprehensive, step-by-step guide aimed at those who are low on cash, but have the ambition and survival skills necessary to become successful entrepreneurs. Goldstein advises readers on such topics as selecting a business, borrowing money, setting up shop, producing profits, and deciding whether to establish a partnership. Includes case histories and anecdotes. 1984.

What You Should Know about Small Business Management BR 2828
by Donald Grunewald
1 volume
Business management principles for the small businessman that includes information on the use of capital, treatment of employees, business ethics, advertising, and record keeping. 1966.

Writing and Communications

Cassettes

Career Choices for Students of Communications and Journalism RC 23178
by Career Associates
narrated by Richard Dorf
1 cassette
A guide to job possibilities in advertising; public relations; book, magazine, and newspaper publishing; and radio, television, and technical writing. Includes discussions on how to break into each field, and lists specific job responsibilities, career paths, and sources for further information. Among the special features are geographic job indexes and interviews with people in each field. 1985.

The Complete Guide to Writing Non-fiction RC 21011
by the American Society of Journalists and Authors
narrated by Fred Major
8 cassettes in two containers
From professional writers, tips and advice for free-lancers on the nonfiction market. Part one is a general introduction with strategies and techniques that will

help the beginning writer. Part two surveys the various nonfiction specialty markets. 1983.

The Free-lance Writer's Survival Manual RC 18909
by Ernest E. Mau
narrated by Roslyn Applebaum
2 cassettes
Concentrates on the noncreative aspects of free-lance writing in editorial, marketing, and technical fields. 1981.

Freelance Writing: Advice from the Pros RC 8754
by Curtis W. Casewit
narrated by Robert C. Goodman
3 cassettes
How to write what sells and how to sell what you write. An inside view of the publishing scene and all the markets open to the would-be freelance writer. Some interviews with professional writers are included. 1974.

How to Break into the Media Professions RC 18466
by Caroline A. Zimmerman
narrated by Virginia Kearns
2 cassettes
A guide for college students and graduates attracted to publishing, advertising, public relations, radio and television. Provides basic information about each of the industries and the jobs available in them. Also gives practical hints on job preparation, the job search, resumé writing, interviewing, taking initiative, and selling oneself. 1981.

How to Get Happily Published RC 13254
by Judith Appelbaum and Nancy Evans
narrated by Terry Hayes Sales
2 cassettes
Practical guide on how to break into print addressed to beginners and to professionals. Explains how to learn to write, how to use your contacts, and how to submit a manuscript. Stresses the value of knowing nearly every aspect of publishing including handling contracts. 1978.

How to Sell What You Write RC 22631
by Jane Adams
narrated by Miriam Wagner
1 cassette
Informative guide for writers clarifies the difference between a query, a cover, and a proposal, and offers advice on subjects as varied as self-publishing, copyright, and agents. 1984.

How to Write a Cookbook and Get It Published RC 21387
by Sara Pitzer
narrated by Michael McCullough
2 cassettes
A guide for anyone who wants to write a cookbook, but does not know where to start. Includes such major topics as formulating your cookbook idea, gathering and testing the recipes, writing them clearly and accurately, and selling them to a publisher or bringing the book out yourself. 1984.

To Writers, with Love RC 7817
by Lesley Conger
narrated by Charlene Sexton
2 cassettes
Collection of the author's columns in the Writer magazine. Discusses the joys and tribulations of a writer's life, and offers advice and moral support to the novice. 1971.

The Writer's Survival Manual: The Complete Guide to Getting Your Book Published Right RC 19113
by Carol Meyer
narrated by Paul Baker
3 cassettes
Explains the ins and outs of the publishing industry and shows authors how to select a publisher, find a literary agent,decipher a publisher's contract, and participate in the publication of a book. 1982.

Writing after Fifty: How to Find, Enjoy, and Make Money from a New Career as a Writer after You Retire RC 24218
by Leonard L. Knott
narrated by John Richardson
2 cassettes
A guide for those who have always wanted to write. Advises on what to write, how to prepare and how to market stories and articles.
Includes a chapter on "Writers in Wheelchairs." 1985.

The Writing Business RC 14326
by Donald MacCampbell
narrated by Michael Way
1 cassette
A New York literary agent offers an introduction to the business side of writing. Covers the literary marketplace from the preparation of the manuscript to selecting an agent and deciding on a publisher and contracts. Some strong language. 1978.

The Writing Business: A Poets and Writers Handbook RC 23241
by the editors of *Coda*
narrated by Lou Harpenau
2 cassettes
Straightforward information from published poets and authors about how to get your manuscript out of the editor's slush pile and into print. Gives tips on getting started, presenting your manuscript, and negotiating that first book contract. 1985.

Writing Commercial Fiction RC 19880
by John Stevenson
narrated by Tom Burch
2 cassettes
For those who desire to write genre fiction, this manual describes how to break into print and get paid for it. Defines the various genres, discusses the importance of characterization, and lists the required steps in writing and marketing the work. 1983.

Writing to Sell RC 11146
by Scott Meredith
narrated by Ralph Lowenstein
2 cassettes
Practical guide to creating and marketing your writing by the president of a successful literary agency. 1974.

Your Future in Technical and Science Writing RC 9427
by Emerson Clarke and Vernon Root
narrated by Jason Clark
2 cassettes
Practical guide to organizing and writing technical materials. 1972.

Braille

Career Choices for Students of Communications and Journalism BR 6311
by Career Associates
2 volumes
A guide to job possibilities in advertising; public relations; book, magazine, and newspaper publishing; and radio, television, and technical writing. Includes discussions on how to break into

each field, and lists specific job responsibilities, career paths, and sources for further information. Among the special features are geographic job indexes and interviews with people in each field. 1985.

Getting Published: A Guide for Businesspeople and Other Professionals BR 5810
by Gary S. Belkin
3 volumes
The author of several college textbooks lets readers in on some of the tricks of his trade, explaining how any subject-matter expert can get published, if certain requirements are met. Belkin goes on to divulge how he approaches publishers; how to write a solid prospectus; and how to keep track of submissions. 1984.

How to Break into the Media Professions BR 4922
by Caroline A. Zimmerman
2 volumes
A guide for college students and graduates attracted to publishing, advertising, public relations, radio, and TV. Provides basic information about each of the industries and the jobs available in them. Also gives practical hints on job preparation, the job search, resumé writing, interviewing, taking initiative, and selling oneself. 1981.

How to Make Money in Your Spare Time by Writing: The *Writer's Digest* Guide BR 1877
edited by Kirk Polking
3 volumes
Explains how to write and sell greeting-card verses, magazine articles, newspaper columns, and advertising copy. A market sample of one hundred places to sell work is included. 1971.

The Poet's Marketplace: The Definitive Sourcebook on Where to Get Your Poems Published BR 6274
by Joseph J. Kelly
3 volumes
More than 400 little magazines and 120 book publishers are listed, as well as numerous awards, contests, grants, and associations to help poets get published. 1984.

The Self-Publishing Manual: How to Write, Print, and Sell Your Own Book BR 5157
by Dan Poynter
3 volumes
Discusses such specifics as writing a book; starting one's own publishing house, dealing with printers, establishing discount credit and return policies; promoting, advertising, and selling a book. 1979.

What's Really Involved in Writing and Selling Your Book BR 2302
by Robert H. Adleman
1 volume
Designed for the novice, here is straightforward information on requirements for producing a publishable book. Describes the working tools of the writer, suggests ways to set up a daily writing schedule, and tells how to begin writing. 1972.

Writing Nonfiction That Sells BR 6488
by Samm Sinclair Baker
2 volumes
Using ideas that can be applied to articles or nonfiction books, bestselling author Baker describes how to pick topics, plan projects, interest editors, and develop a commercial style. As he reiterates: "Every word in this book works toward one purpose, and that is to help

you make money from your writing." 1986.

Your Career in TV and Radio BR 608
by George N. Gordon and Irving A. Falk
3 volumes
The author describes personal and educational prerequisites for a career in television or radio, colleges and universities offering worthwhile degrees, and available scholarships. He also explains the various jobs of producers, directors, writers, artists, and public relations experts, and includes a history of radio and television. For junior and senior high readers. 1966.

Other Occupations

Discs

Careers for the 70s: Securities RD 6781
by Faye Henle
narrated by Milton Metz
2 discs
An occupational study of the securities industry that offers a realistic outlook for jobs in such areas as sales, research, analysis, trading, and operations personnel. For junior and senior high readers. 1972.

Landscape for Living RD 6424
by U.S. Department of Agriculture
narrated by Robert Mount
7 discs
Background information and how-to-do-it advice for home gardeners. Includes discussion of land planning, redesigning of downtown shopping districts, and career training in horticulture for handicapped young people. 1972.

Paraprofessions: Careers of the Future and the Present RD 6855
by Sarah Splaver
narrated by Paul Clark
2 discs
A guide to paraprofessional careers in architecture, urban planning, science, law, library science, medicine, mental health, and other fields. Lists paraprofessional schools, courses, and associations. For junior and senior high readers. 1972.

Cassettes

Able Scientists—Disabled Persons: Biographical Sketches Illustrating Careers in the Sciences for Able Disabled Students RC 22753
by S. Phyllis Stearner
narrated by Phil Regensdorf
1 cassette
Biographical sketches of twenty-seven persons with disabilities who have become scientists. They share their experiences in the belief that they are typical of other disabled scientists and young people determined to become scientists. This book was sponsored by the Foundation for Science and the Handicapped, Inc. 1984.

Animal Partners: Training Animals to Help People RC 21610
by Patricia Curtis
narrated by Betty Williams
1 cassette
Professional animal trainers tell how they teach animals to assist disabled people and to provide companionship for mentally retarded, elderly, and ill people. An account of an unusual career for grades 4-7 and older readers. 1982.

Career Choices for Diabetics RC 16586
by American Diabetes Association
narrated by David Straub
1 cassette
A series of pamphlets issued by the American Diabetes Association with general information on diabetes. 1976.

Career Choices for Students of Economics RC 23343
by Career Associates
narrated by Richard Dorf
1 cassette
A guide to job possibilities in accounting, banking, hotel management, retailing, insurance, marketing research, securities, and government. Includes discussions on how to break into each field, and lists specific job responsibilities, career paths, and sources for further information. Among the special features are geographic job indexes and interviews with people in each field. 1985.

Careers in Engineering and Engineering Technology RC 15287
by Mary McHugh
narrated by Patrick Van Horn
1 cassette
Discusses jobs in the engineering field, training needed, and starting salaries. Includes a list of schools providing training. For junior and senior high readers. 1978.

Chemistry Careers RC 14690
by L.B. Taylor, Jr.
narrated by Mitzi Friedlander
1 cassette
Discusses chemistry jobs in industry, institutions, school, and government, their educational requirements, and salary ranges. For junior and senior high readers. 1978.

The Complete Guide to Public Employment RC 26699
by Ronald L. and Caryl Rae Krannich
narrated by Dave Jackson
4 cassettes
Comprehensive advice on gaining employment and achieving success in the public sector, focusing on "opportunities and strategies with federal, state, and local governments; trade and professional associations; contracting and consulting firms; nonprofit organizations; foundations; research organizations; political support groups; and international institutions." 1986.

Dozens of Ways to Make Money RC 12292
by Yvonne Michie Horn
narrated by Adale O'Brien
1 cassette
A clever guide to money-making ventures includes tips on becoming one's own boss, advertising, initial supplies, and methods of operation. For junior and senior high readers. 1977.

Employment Opportunities and Protections for Diabetics RC 16586
by Joyce Kortman
narrated by David Straub
1 cassette
A series of pamphlets issued by the American Diabetes Association with general information on diabetes. 1981.

The Guide to Career Education RC 9673
by Muriel Lederer
narrated by Clio Vias
6 cassettes
Describes 200 occupations ranging from art, business, and health services to construction, transportation, and data processing. Introductory material discusses how to find out if schools are accredited,

where to get financial aid, and alternative ways to get needed training. 1974.

Here Is Your Career: Airline Pilot RC 17439

by Frank Stilley
narrated by Miriam Wagner
1 cassette
A matter-of-fact account about a glamorous job. Numerous interviews provided the data on temperament, training, education, responsibilities, and rewards. For grades 5-8 and older armchair flying buffs. 1978.

Here Is Your Career: Banking, Money, and Finance RC 13362

by April Klimley
narrated by Mary Jane Higby
1 cassette
Discusses training and employment opportunities in banking and finance. Includes profiles of twenty-two people in these fields who describe the challenges, rewards, and day-to-day duties of their jobs. For junior and senior high readers. 1978.

Hidden Fortunes: How to Profit from the New Opportunities of the 1980s RC 20540

by Albert J. Lowry
narrated by John Richardson
3 cassettes
A practical plan for profiting from real estate in the 1980s. Lowry emphasizes flexible financing and well honed negotiating skills. He discusses how to get seed money, where to find bargain properties, and how to negotiate the best price and terms. 1983.

A Part-time Career for a Full-time You RC 18990

by JoAnne Alter
narrated by Michael McCullough
3 cassettes
Noting that the part-time work force is the fastest-growing segment of this country's labor force, the author, a contributing editor to *Family Circle,* presents information and advice for those interested in finding part-time employment. Offers profiles of some part-time workers and discusses the pros and cons of this lifestyle. 1982.

Solving Your Career Mystery RC 10351

by Muriel Schoenbrun Karlin
narrated by Patricia Leclercq
1 cassette
Basic guide to careers. Describes the world of work and classifies careers in general functional groups. Includes questionnaires designed to help the reader in making a career choice. For junior and senior high readers. 1975.

Your Aptitudes: You Do Best What You Are Best Suited to Do RC 10547

by George Francis Barth
narrated by Ralph Lowenstein
1 cassette
Leads the reader to consider his own abilities and possibilities through a discussion of nineteen aptitudes important in today's job market. For junior and senior high readers. 1974.

Braille

Able Scientists—Disabled Persons: Biographical Sketches Illustrating Careers in the Sciences for Able Disabled Students BR 6176
by S. Phyllis Stearner
1 volume
Biographical sketches of twenty-seven persons with disabilities who have become scientists. They share their experiences in the belief that they are typical of other disabled scientists and young people determined to become scientists. This book was sponsored by the Foundation for Science and the Handicapped, Inc. 1984.

Career Choices for Students of Business BR 6516
by Career Associates
2 volumes
Includes an overall explanation of each industry followed by authoritative material on the job outlook for entry-level candidates. Describes the competition for openings that exist and new opportunities that may arise from such factors as expansion and technological development. Lists employers by type and by geographic location with a sampling of leading companies by name. 1985.

Career Choices for Students of Psychology BR 6582
by Career Associates
1 volume
Provides specific information about entry-level jobs in a variety of industries, highlighting unusual opportunities. Sections on internships, qualifications, and working conditions help pinpoint interests and abilities. 1985.

Career Choices for the 70s BR 1798
by Arnold Arnold
1 volume
A wealth of information to help both males and females in choosing a career. Arnold advises on self-appraisal, self-testing, acquiring part-time jobs, seeking parental and professional advice, and investigating appealing careers. For junior and senior high readers. 1971.

Career Choices for Undergraduates Considering Law BR 6622
by Career Associates
2 volumes
Designed to give students a clear picture of a life in law. Lists the major areas of practice, information on the job outlook, the competition for openings, and new opportunities. Explains the personal and professional qualifications the student must have and the range of salary lawyers can expect. 1985.

Career Opportunities: A Series of Articles Designed to Help Guide Young People to a Better Future BR 470
by New York Life Insurance Company Career Information Service
5 volumes
The special requirements, satisfactions, and drawbacks of more than fifty careers are presented in this collection of articles, each based on the experience of one distinguished in his field. For junior and senior high readers. 1966.

Careers for the Seventies: Close-ups of Twenty Ways Americans Earn a Living BR 1725
edited by Jerrold K. Footlick
2 volumes
These articles discuss careers by describing some of the people in them—their backgrounds, education, family life, dreams, aspirations, and salary. 1969.

Careers in Public Planning and Administration BR 568

by Angelo Cohn
1 volume
After a brief history of public planning, the author discusses city managers on the job, what public planners do, and preparing for such a career. For junior and senior high readers. 1966.

Employment Opportunities for the Handicapped BR 3057

by Juvenal L. Angel
5 volumes
Discusses employment possibilities, where to find counseling help, training and retraining, and 350 possible occupations. 1969.

Teaching as a Career BR 114

by U.S. Office of Education, Bureau of Educational Research and Development
1 volume
1964.

Job Searching: Skills and Techniques

Cassettes

The Art of Writing Effective Letters RC 7724
by Rosemary T. Fruehling
and Sharon Bouchard
narrated by Mary Ann Varner
3 cassettes
Discusses the principles essential to writing interesting and persuasive letters for both business and personal use. 1972.

Beyond the Resumé: How to Land the Job You Want RC 21393
by Herman Holtz
narrated by Jerry Fordyce
2 cassettes
A career counselor and placement specialist analyzes the needs of today's employers, showing how job seekers can sell themselves in the job market. In particular, he advocates the "super resumé" which avoids the pitfalls of the traditional resumé and improves the chances of getting that all-important interview. 1984.

Employment Opportunities for the Spinal Cord Injured Person: Preparing Yourself to Go to Work RC 13394
edited by Thomas R. Shworles
and Richard J. McCauley
narrated by Eric Zwemer
1 cassette
How to apply for a job, where to look, interview techniques, resumé writing, occupations open to handicapped persons, and a summary of the Rehabilitation Act of 1973. 1977.

Get the Best of Yourself: How to Find Your Success Pattern and Make It Work for You RC 17766
by Katherine Nash
narrated by Barbara Bookhammer
1 cassette
Career-planning guide for both those who want to change careers and novices in the job market. Includes tips on letters of application, interviews, and resumés. 1976.

How to Get a Better Job: The New Official Book of the Job Finding Forum of the Advertising Club of New York RC 10534
by Austin Marshall
narrated by Art Metzler
2 cassettes
Covers a wide range of situations and techniques for all ages; discusses self-evaluation, job research, how to write a resumé, and how to conduct an interview. The chapter on "How to Write a Letter That Will Get You an Interview" is especially helpful. 1964.

Job Hunting for the Disabled RC 21653
by Edith Marks and Adele Lewis
narrated by Lee Krebs
2 cassettes
Sensible advice for physically disabled people about job searching, resumes and interviews, building a career, and legislation stressing affirmative action. Includes a number of alternatives such as special training programs, starting one's own business, and working at home. Features an extensive resource guide of organizations, services, programs, and publications to assist disabled job hunters. 1983.

The One Hundred Best Companies to Work For in America RC 21567
by Robert Levering and others
narrated by Richard Dorf
3 cassettes
These evaluations of the one hundred best companies in the United States to work for are based on salaries, benefits, projected job security, opportunity for advancement, and general work atmosphere. Some of the authors' favorite employers are IBM, Delta Air Lines, and General Electric. 1984.

Want a Job? Get Some Experience. Want Experience? Get a Job RC 14267
by Don Berliner
narrated by Buckley Kozlow
1 cassette
Collection of tactical tips for out-of-work job hunters. Concentrates on such practical matters as writing a resume, developing leads, dealing with recruiters, handling interviews, and negotiating compensation. Although it emphasizes positions in the business world, the advice is useful for many areas. 1978.

What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers RC 11911
by Richard Nelson Bolles
narrated by Randy Atcher
2 cassettes
Guide tackles the problems of finding a job and getting information about self-employment. 1972.

What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers RC 15091
by Richard Nelson Bolles
narrated by Donald Hotaling
3 cassettes
Revised, enlarged third edition of a guide for determining job objectives and career goals. The light-hearted vein of the title and approach does not obscure the seriousness of the work. 1979.

Braille

How to Choose, Change, Advance Your Career BR 5536
by Adele Lewis and others
2 volumes
Written by insiders with an intimate knowledge of today's job marketplace, this encouraging guide shows how to find rewarding work whether you're unemployed, underemployed, misemployed, or just starting out. The guide is designed to help define career goals and to inspire the skill and confidence to go out and attain them. 1983.

How to Get a Job: A Handy Guide for Job-Seekers BR 579
by William A. Fraenkel
1 pamphlet
Basic job information, from what kind of work to seek and where to look, to learning the duties and suitable behavior after one is hired. 1967.

Personal Resumé Preparation BR 1174
by Michael Jaquish
2 volumes
Simply illustrated with line diagrams, this guide covers a wide range of occupations and provides specifics for compiling qualifications and determining the most effective format. Includes samples of unacceptable resumés and a polished revision of each. 1968.

The Resumé Kit BR 6011
by Richard H. Beatty
3 volumes
Advice from a corporate personnel exec-

utive on how to prepare an effective employment resumé. Format, content, length, and physical appearance of the resumé are discussed, as well as how to deal with such "problem" issues as age, frequent job changes, and handicaps. 1984.

Resumés That Get Jobs: How to Write Your Best Resumé BR 1503

by Edward C. Gruber
3 volumes
More than seventy-five sample resumés for various types of clerical, professional, and technical positions illustrate the information that should be included and the organization of the resumé. Other sections discuss the cover letter, how to locate a suitable job, and the applicant's conduct during the interview. 1963.

What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers BR 4279

by Richard Nelson Bolles
3 volumes
Revised, enlarged third edition of a guide for determining job objectives and career goals. The light-hearted vein of the title and approach does not obscure the seriousness of this work. 1979.

Young People in the Workforce

Disc

See Me More Clearly: Career and Life Planning for Teens with Physical Disabilities RD 15569
by Joyce Slayton Mitchell
narrated by Mitzi Friedlander
4 discs
A guide to assist disabled teenagers in moving toward financial, physical, and emotional independence. Covers sexuality, friendship, education, sports, survival skills, legal rights, and employment. Emphasizes that a "disability" is merely a physical impairment while a "handicap" is the result of an attitude or other obstacle in the environment. For junior and senior high readers. 1980.

Cassettes

Alternatives to College RC 14593
by Linda Atkinson
narrated by Michael McCullough
1 cassette
Discusses programs of post-high school education and training other than college. Includes vocational schools, correspondence schools, and employer training programs. For high school and adult readers. 1978.

Getting Skilled: A Guide to Private Trade and Technical Schools RC 11358
by Tom Hebert and John Coyne
narrated by Dennis Stevens
3 cassettes
Detailed analysis of proprietary trade and technical schools. Considers such factors as accreditation procedures, private schools vs. community colleges, stability and integrity of private schools, quality of training, and cost. Includes a list of all schools accredited by the National Association of Trade and Technical Schools. For high school and adult readers. 1976.

Jobs in the Real World: The Student Job-Search Handbook RC 19907
by Lawrence Graham
narrated by Kay Bergen
1 cassette
Strategies for landing summer and part-time positions, first full-time jobs, internships, and work-study jobs. Includes actual interviews and conversations between job applicants and employers. Describes what resumés should include, how to make them look more impressive than one's background might suggest, and how to convince reluctant employers to interview you. 1982.

Put Your Degree to Work: A Career-Planning and Job-Hunting Guide for the New Professional RC 14571
by Marcia R. Fox
narrated by Michael McCullough
2 cassettes
A job-hunting guide that outlines valuable and often overlooked job-hunting resources available on college campuses. Deals with career planning during student years, effective job-hunting techniques, resumés and cover letters, and job interviews. 1979.

A Real Job for You: An Employment Guide for Teens RC 24412
by Rose P. Lee
narrated by John Richardson
1 cassette
A strategy for learning skills and developing information to help the job seeker. Includes information on writing resumés, preparing for interviews, handling rejections, and perfecting one's

attitude on the first job. For junior and senior high readers. 1985.

Sylvia Porter's Your Own Money: Earning It, Spending It, Saving It, Investing It, and Living on It in Your First Independent Years RC 20772
by Sylvia Porter
narrated by Ryan Halloran
6 cassettes
Suggests ways to earn money from baby-sitting, hobbies, and part-time or summer jobs. Gives practical advice on managing and enjoying money and on preparing for a career. For high school and college readers. 1983.

The Young Tycoons: Ten Success Stories RC 21770
by Gloria D. Miklowitz
and Madeleine Yates
narrated by Gillian Wilson
1 cassette
The stories of ten young people, ranging in age from twelve to twenty-four, who have been successful in business. Most of them are self-employed and several are millionaires. For junior and senior high readers. 1981.

Your Future: A Guide for the Handicapped Teenager RC 17089
by S. Norman Feingold
and Norma R. Miller
narrated by John Richardson
2 cassettes
More than sixty disabled people share their practical experiences and secrets of successful living in this holistic guide. Includes tips on finding the right school, financing an education, choosing the right job and career, legal rights, travel, leisure, and reading. For junior and senior high readers. 1980.

Braille

How Teenagers Can Get Good Jobs BR 2380
by Robert P. and Paul J. Gelinas
2 volumes
Provides teenagers with a step-by-step analysis of the procedures involved in getting a good job. For junior and senior high readers. 1971.

Life after High School: A Career Planning Guide BR 6986
by Carolyn Males and Roberta Feigen
2 volumes
Along with the expected topics (goal-setting, personal interest, resumé-writing, and interviewing), the authors provide some practical insight into being one's own boss. They encourage collecting materials on jobs of interest and interviewing people about their work experiences. For junior and senior high and older adults. 1986.

Put Your Degree to Work: A Career-Planning and Job-Hunting Guide for the New Professional BR 4310
by Marcia R. Fox
2 volumes
A job-hunting guide that outlines valuable and often overlooked job-hunting resources available on college campuses. Deals with career planning during student years, effective job-hunting techniques, resumés and cover letters, and job interviews. 1979.

See Me More Clearly: Career and Life Planning for Teens with Physical Disabilities BR 4620
by Joyce Slayton Mitchell
3 volumes
A guide to assist disabled teenagers in moving toward financial, physical, and emotional independence. Covers sexu-

ality, friendship, education, sports, survival skills, legal rights, and employment. Emphasizes that a "disability" is merely a physical impairment while a "handicap" is the result of an attitude or other obstacle in the environment. For junior and senior high readers. 1980.

Your Future: A Guide for the Handicapped Teenager BR 4974

by S. Norman Feingold
and Norma R. Miller
2 volumes

More than sixty disabled people share their practical experience and secrets of successful living in this holistic guide. Includes tips on finding the right school, financing an education, choosing the right job and career, legal rights, travel, leisure, and reading. For junior and senior high readers. 1981.

Women in the Workforce

Discs

The Managerial Woman RD 11881
by Margaret Hennig and Anne Jardim
narrated by Jane White
3 discs
Why women are still a minority of the high-priced executive class, and a close look at twenty-five women who have succeeded in the corporate world despite the odds. 1977.

Saturday's Child: Thirty-six Women Talk about Their Jobs RD 6795
by Suzanne Seed
narrated by Janis Gray
2 discs
Interviews with women who talk about their choice of career and problems peculiar to women in their fields. Among the women are a carpenter, letter carrier, brigadier general, oceanographer, and telephone repairwoman. For junior and senior high readers. 1973.

When Can You Start? The Complete Job-Search Guide for Women of All Ages RD 19012
by the staff of Catalyst
narrated by Kerry Cundiff
2 discs
Beginning with reader self-evaluations to determine skills and talents, the book details the specifics of resumés, interviews, follow-up activities, and salary negotiations. 1981.

Cassettes

Careers in Education for the New Woman RC 16111
by Kiki Skagen
narrated by Anne Mullen
1 cassette
A realistic guide for young women who want to explore careers in education. Discusses both the traditional areas for women and the areas that until quite recently have been dominated by men. For junior and senior high readers. 1977.

Getting Yours: How to Make the System Work for the Working Woman RC 8936
by Letty Cottin Pogrebin
narrated by Susan Appleton
4 cassettes
A successful career woman offers a down-to-earth, informative, guide for women who want to work outside the home. Discusses options open to women, and counsels on the problems women may face. 1975.

Minding My Own Business: Entrepreneurial Women Share Their Secrets for Success RC 20103
by Marjorie McVicar and Julia F. Craig
narrated by Jeanne Evans
3 cassettes
Pratical guide for the woman interested in starting her own business. Describes the specifics for a wide variety of ideas, among them retail stores, restaurants, food services, franchising, mail order, and personal services. 1981.

Sweet Success: How to Understand the Men in Your Business Life—and Win with Your Own Rules RC 25226
by Kathryn B. Stechert
narrated by Kerry Cundiff
2 cassettes
An analysis of gender differences, how they operate to the advantage of men in the business world, and how women can overcome the disadvantage of being female in a world "created by men for men." 1986.

What Happens after School? A Study of Disabled Women and Education RC 14515
by J. Corbett O'Toole and CeCe Weeks
narrated by Barbara Cire
1 cassette
Provides insights into the educational and related life experiences of six disabled women. Each woman shares her feelings about her disability and tells how it influenced the course of her life, especially her education and work. Included are suggestions for the positive educational development of disabled girls and women, a resource list of relevant publications, and other pertinent information. 1978.

Woman on a Seesaw: The Ups and Downs of Making It RC 23571
by Hilary Cosell
narrated by Miriam Wagner
1 cassette
In a spirited exploration of arguable issues, the author, a former NBC producer of sports programs, interviews women between the ages of twenty-six and forty who express mixed emotions about "having it all." These women, successful in stressful careers they fashioned on the male standard of success, now question the cost. Some strong language. 1985.

The Woman's Dress for Success Book RC 14470
by John T. Molloy
narrated by Barbara Cire
1 cassette
Offers advice based on scientific research that the author contends can help women make substantial gains in business and in their social life. Molloy also believes it should revolutionize their clothes-buying habits. Bestseller 1977.

The Woman's Selling Game: How to Sell Yourself . . . and Anything Else RC 15722
by Carole Hyatt
narrated by Linda Atwill
2 cassettes
As co-founder, chief administrator, and saleswoman for four companies, the author amasses enough experience to present a variety of women's selling workshops. Here she offers the essence of selling ability. Hyatt believes that women make the best salespeople and explains why. 1979.

Braille

"Dearest Amanda—": An Executive's Advice to Her Daughter BR 6155
by Eliza G.C. Collins
1 volume
A savvy businesswoman and magazine editor uses a unique format to present basic management advice to young, executive-track women. Her fictionalized, maternal mentor's letters to daughter "Amanda" cover many of the problems that women face in the course of building careers and emphasize the maintenance of a sense of self-worth. 1984.

Janice LaRouche's Strategies for Women at Work BR 5988
by Janice LaRouche and Regina Ryan
5 volumes
Handbook gives practical advice about specific situations in the workplace while teaching a general problem-solving method. The author's basic thesis is that women must be assertive and take full responsibility for their work lives. 1984.

Making the Most of Your First Job
BR 5214
by the staff of Catalyst
2 volumes
A do-it-yourself manual for younger and older women who want to minimize first-job anxiety. Tells how to survive personally and professionally, advising on dress, office politics, assertiveness, team work, accepting criticism, scheduling, communicating, asking for a raise, and managing money. 1981.

Otherwise Engaged: The Private Lives of Successful Career Women BR 6341
by Srully Blotnick
4 volumes
A twenty-five-year study of a select group of professional women indicates that women's occupational aspirations are likely to determine the kind of personal life they have. Dr. Blotnick, a renowned psychologist, uses individual case studies to address the questions of what these ambitious, well-educated women want most out of life and why many of them fail to get it. 1985.

The Rights of Women: The Basic ACLU Guide to a Woman's Rights BR 2800
by Susan C. Ross
3 volumes
A comprehensive rundown, presented in question and answer form, on job and educational discrimination, media presentation, housing laws, crime and juvenile delinquency, divorce and name-change laws, abortion, and the rights of minors. 1974.

What Happens after School? A Study of Disabled Women and Education
BR 3932
by J. Corbett O'Toole and CeCe Weeks
1 volume
Provides insights into the educational and related life experiences of six disabled women. Each woman shares her feelings about her disability and tells how it influenced the course of her life, especially her education and work. Included are suggestions for the positive educational development of disabled girls and women, a resource list of relevant publications, and other pertinent information. 1978.

Woman's Work Book BR 3245
by Karin Abarbanel
and Gonnie McClung Siegel
3 volumes
An important and practical guide for women of all ages seeking work. Provides useful information and psychological support and covers the most effective way of finding a job. Includes how to write a resume, how to handle an interview, and how to avoid the pitfalls of employment agencies. 1975.

The *Working Woman* Report: Succeeding in Business in the 80s BR 6185
by the editors of *Working Woman*
with Gay Bryant
4 volumes
Seeks to evaluate the success women have in the work force and to explain what still must be accomplished. Benefits, salary, inequality, and professionalism are discussed. 1984.

Success in the Business World

Discs

How to Get More Business by Telephone RD 6794
by Jack Schwartz
narrated by Randy Atcher
3 discs
A successful insurance salesman who does most of his business by telephone reveals some of the secrets that helped him achieve a volume of $10,000,000 in profitable sales. 1972.

How to Make Big Money Selling RD 21975
by Joe Gandolfo with Robert L. Shook
narrated by Jerry Fordyce
2 discs
The world's number one insurance agent sums up his experience for those salespeople who are seriously interested in becoming rich. Gandolfo emphasizes preparation, constructive use of time, and the development of creative solutions to each client's problems. 1984.

How to Make Winning Your Lifestyle RD 6192
by David S. Viscott
narrated by Donald Hotaling
4 discs
A psychiatrist gives step-by-step advice on how to make it into the "winner's circle." Aimed at people tired of losing arguments, money, and opportunities. 1972.

The Law of Success RD 21917
by Napoleon Hill
narrated by Lou Harpenau
10 discs
The author sets forth the lessons for successful living he formulated from interviewing, or studying the life work of, highly successful persons, including Dale Carnegie and Henry Ford. 1979.

Managing RD 23098
by Harold Geneen with Alvin Moscow
narrated by Robert O'Keefe
3 discs
Dubbed the "Michelangelo of Management," Geneen spent seventeen years at the head of International Telephone and Telegraph, transforming it into a thriving conglomerate. Two of his mergers resulted in Avis Rent-a-Car and the Sheraton hotel chain. He outlines his management methods in this volume, which is part personal memoir and part business handbook. 1984.

Power! How to Get It, How to Use It RD 8472
by Michael Korda
narrated by Herb Duncan
3 discs
How to recognize, develop, and use power to one's advantage in office politics. Anecdotes illustrate uses and abuses. Bestseller 1975.

Success RD 11284
by Michael Korda
narrated by Charlie Ryle
3 discs
Bestselling author's brash and gamesmanship approach to successful careers for men and women. He offers tips on proper dress, on-the-job decisions, and winning-over superiors. 1977.

Cassettes

The Entrepreneurs: Twelve Who Took Risks and Succeeded RC 18445
by Robert L. Shook
narrated by Edward Stern
1 cassette
A book of contemporary success stories. Includes interviews with twelve men and women who have demonstrated America

is still the land of opportunity for those with the ingenuity and the courage to grasp it. Includes self-made tycoons in such industries as insurance, cosmetics, oil and agriculture. 1980.

Fast Track: The Superachievers and How They Make It to Early Success, Status, and Power RC 13507
by Mary Alice Kellogg
narrated by Art Metzler
1 cassette
Explores the techniques of succeeding while young. Describes the rising tide of power and money in the control of the under-forty generation and reveals the influences on these successful leaders in their twenties and thirties who were part of the World War II baby boom. 1978.

Go for It! How to Win at Love, Work, and Play RC 21061
by Irene C. Kassorla
narrated by Madelyn Buzzard
2 cassettes
A nationally known psychologist and family therapist identifies the characteristics of winners and losers and pinpoints specific skills that can carry winners to the top. 1984.

Going for It! How to Succeed as an Entrepreneur RC 24802
by Victor Kiam
narrated by John Rayburn
2 cassettes
According to the author, an entrepreneur is or can be anyone who sees little difference between obstacle and opportunity and is able to capitalize on either. Kiam shares personal remembrances and offers credible, useful advice to beginners and professionals alike. 1986.

The Greatest Salesman in the World RC 18023
by Og Mandino
narrated by Andy Chappell
1 cassette
The secrets of salesmanship and successful living are illuminated in the story of Hafid, a lowly camel boy of two thousand years ago, who used the ancient scrolls of wisdom to become the greatest salesman in the world. 1968.

Grow Rich! With Peace of Mind RC 16356
by Napoleon Hill
narrated by Art Metzler
2 cassettes
The author claims that his techniques will help the individual achieve the power to earn money and to enjoy inner peace. 1967.

How to Get Whatever You Want out of Life RC 13273
by Joyce Brothers
narrated by Debbie Trissell
2 cassettes
The well-known psychologist and television personality tells how to achieve success in all areas of life--marriage, business, sports, money, politics, and sex. Using anecdotes from her own life, from her patients, and from celebrities she knows well, Dr. Brothers illustrates basic psychological principles and motivations. Also issued on flexible disc as FD 13273. Some strong language. Best-seller 1978.

How to Make Your Own Luck RC 19883
by Bernard Gittelson
narrated by Randy Atcher
2 cassettes
A top consultant to industry, who is also a public relations representative and crea-

tor of a biorhythm computer program business, focuses on using ingenuity and perseverance to get the breaks as an entrepeneur. Gittelson explains how to tap one's own creative energy and channel it into action. 1981.

How to Sell More Cookies, Condos, Cadillacs, Computers—and Everything Else RC 24721

by Markita Andrews with Cheryl Merser
narrated by Sally McQuaid
1 cassette
In chatty, enthusiastic fashion, fourteen-year-old Andrews outlines the principles that have helped her sell more than thirty-thousand boxes of Girl Scout cookies over the past eight years. 1986.

How to Win Friends and Influence People RC 10972

by Dale Carnegie
narrated by Edwin Horton
2 cassettes
This popular guide to getting along with people in business or in society cities examples of successes or failures of well-known people. Also issued on flexible disc as FD 10972. 1936.

Innovation and Entrepreneurship: Practice and Principles RC 23790

by Peter F. Drucker
narrated by Larry Robinson
3 cassettes
The well-known management authority examines the phenomenon of American entrepreneurship and discusses policies and practices essential to successful entrepreneurial management. 1985.

Letitia Baldrige's Complete Guide to Executive Manners RC 24276

by Letitia Baldrige
narrated by Pat McDermott
4 cassettes
Practical guidance for correct business entertaining, appropriate dress for the office, proper conduct between male and female employees, business gift giving, and writing effective letters and memos. The author maintains that considerateness and civility are "cost-effective" and attract customers as well as better personnel. 1985.

Man in Charge: The Executive's Guide to Grooming, Manners, and Travel RC 9524

by John Weitz
narrated by Ray Hagen
1 cassette
Advice by a menswear designer on how to look and behave like an executive—how to dress, how to travel and handle clients, appropriate gifts, and many other tips. 1974.

The Master-Key to Riches RC 23254

by Napoleon Hill
narrated by Jack Fox
2 cassettes
Based on the Andrew Carnegie formula for making money, this volume describes in step-by-step detail a practical philosophy based on the experiences of some of the world's most powerful and wealthy men. 1965.

Molloy's Live for Success RC 16801

by John T. Molloy
narrated by John Albert
2 cassettes
Drawing upon interviews with and observations of more than 10,000 business men and women, the author gives advice on how to develop verbal skills, posture, body signals, social graces, and other personal characteristics that can best help individuals get ahead in the business world. 1981.

Success in the Business World Cassettes

The One Minute Sales Person: The Quickest Way to More Sales with Less Stress RC 21517
by Spencer Johnson and Larry Wilson
narrated by Edwin Horton
1 cassette
A concise guide for the successful salesperson in today's changing world. Gives advice on enjoying your job and your life as you discover "the liberating secrets of self-management, the integrity of selling on purpose, and the wonderful paradox of helping others get what they want." Also issued on flexible disc as FD 21517. Bestseller 1984.

Playing the Game: A Psychopolitical Strategy for Your Career RC 17189
by Raymond Blank
narrated by Jerry Fordyce
2 cassettes
The author contends that ability, dedication, and competence are not sufficient to guarantee success or even survival in the work world. He sets forth the essential political and interpersonal skills an employee needs to manipulate subordinates, peers, and supervisors successfully. 1981.

A Strategy for Success RC 14156
by Ari Kiev
narrated by Paul Sherman
1 cassette
Advice on how to succeed in life: how to set goals, deal with obstacles, overcome stress, and deal with failure constructively. Dr. Kiev emphasizes that one must concentrate on making an effort to succeed. 1977.

Ten Greatest Salespersons: What They Say about Selling RC 12675
by Robert L. Shook
narrated by Donald Hotaling
2 cassettes
Emphasizes that achievers include similarities in their attitudes — sincerity and love for selling, belief in and knowledge of the product, emphasis on service, and a special relationship with the customer. Industries represented are life insurance, steel, real estate, cosmetics, and computers. 1978.

Upward Mobility: How to Win the Rat Race without Becoming a Rat RC 15386
by Addison Steele
narrated by Ray Hagen
1 cassette
Take-off on the power game, office politics, and getting ahead. The author believes that there is more to life than being a cutthroat killer and that playing the power game and winning would not make you happy. Includes quizzes on which you can grade yourself as to your corporate abilities or vulnerability. 1978.

What They Don't Teach You at Harvard Business School RC 21234
by Mark H. McCormack
narrated by Bob Butz
2 cassettes
A successful American entrepreneur shares the business skills, techniques, and wisdom gleaned from his own experience in getting things done through people. He includes street-smart insights, with concise examples, on the secret life of a deal, how to run a meeting and attend one, how to observe aggressively, take the edge, and use negative reinforcement positively. Also issued on flexible disc as FD 21234. Bestseller 1984.

Winning through Intimidation RC 9442
by Robert J. Ringer
narrated by Lou Harpenau
2 cassettes
A self-made real estate salesman explains his principles for success. Mr. Ringer says that intimidation is the most important factor in deciding most situations. He offers his philosophy of what intimidation is, why people become intimidated, and how to avoid it. Bestseller 1975.

The Work/Stress Connection: How to Cope with Job Burnout RC 18778
by Robert L. Veninga
and James P. Spradley
narrated by Phil Regensdorf
3 cassettes
Explores the effect of unrelieved work-related stress on performance, health, and personal life through a series of interviews with a wide variety of men and women. The authors offer two kinds of positive strategies to combat burnout: personal ones involving health, life style, and attitudes; and organizational strategies which may result in a detached view of the job. 1981.

Working and Liking It RC 21590
by Richard Germann and others
narrated by Randy Atcher
2 cassettes
Based on proven strategies developed by leading career consultants, this work offers concrete tips on getting job satisfaction. The authors counsel having realistic goals, and they give examples of moving over, trading off unwanted duties, and self-and company-assessment exercises. 1984.

Working Smart: How to Accomplish More in Half the Time RC 14369
by Michael LeBouef
narrated by Brian Rublein
2 cassettes
How to get more done in less time and with less hassle. Teaches how to set specific goals on a daily, intermediate, and lifetime basis, and how to analyze and revise use of time accordingly. 1979.

Would You Put That in Writing? How to Write Your Way to Success in Business RC 21372
by Dianna Booher
narrated by Paul Baker
1 cassette
In this do-it-yourself course on effective business writing, a writing consultant explains five basic steps that guarantee effective business communications. Also included are the ten commandments of grammar and a wide variety of other aids to good writing. 1983.

Yes, You Can: How to Succeed in Business and Life RC 13828
by Art Linkletter
narrated by Merwin Smith
2 cassettes
The longtime radio and TV personality shows how anyone can succeed in business, pleasure, and life. Linkletter analyzes the techniques and strategies he has used, illustrating them with vivid recollections from his life. Also issued on flexible disc as FD 13828. 1979.

Braille

The Greatest Salesman in the World BR 5122
by Og Mandino
1 volume
The secrets of salesmanship and successful living are illuminated in the story of Hafid, a lowly camel boy of two thousand years ago, who used the ancient scrolls of wisdom to become the greatest salesman in the world. 1968.

How to Make Your Own Luck BR 5538
by Bernard Gittelson
2 volumes
A top consultant to industry, who is also a public relations representative and creator of a biorhythm computer program business, focuses on using ingenuity and perseverance to get the breaks as an entrepeneur. Gittelson explains how to tap one's own creative energy and channel it into action. 1981.

Molloy's Live for Success BR 4870
by John T. Molloy
2 volumes
Drawing upon interviews with and observations of more than 10,000 business men and women, the author gives advice on how to develop verbal skills, posture, body signals, social graces, and other personal characteristics that can best help individuals get ahead in the business world. 1981.

The One-Hat Solution: Rogers' Strategy for Creative Middle Management BR 6831
by Henry C. Rogers
2 volumes
The author believes that middle managers are faced with the problem of coping with their own dual behavior—the way they must conduct themselves with their employees and the way they must conduct themselves with the boss. The "one-hat solution" mostly comprises commonsensical advice for maintaining one's cool in dealing with specific situations and difficult employees. 1986.

The Technique of Handling People: Eleven Helps for Your Human Relations BR 1462
by Donald A. and Eleanor C. Laird
2 volumes
Eleven steps are listed to aid in achieving success in human relationships. The authors discuss self-confidence, friendliness, directness, and other concepts needed to overcome hostility and win cooperation in dealing with people. 1954.

Winning through Intimidation BR 2901
by Robert J. Ringer
2 volumes
A self-made real-estate salesman explains his principles for attaining success. Mr. Ringer believes that intimidation is the most important factor in deciding most situations and offers his philosophy of what intimidation is, why you become intimidated, and how to avoid it. Best-seller 1974.

Working Smart: How to Accomplish More in Half the Time BR 4203
by Michael LeBoeuf
2 volumes
How to get more done in less time and with less hassle. Teaches how to set specific goals on a daily, intermediate, and lifetime basis, and how to analyze and revise use of time accordingly. 1979.

Yes, You Can: How to Succeed in Business and Life BR 4187
by Art Linkletter
2 volumes
The longtime radio and TV personality shows how anyone can succeed in business, pleasure, and life. Linkletter analyzes the techniques and strategies he has used, illustrating them with vivid recollections from his life. 1979.

You Can Win at Office Politics: Techniques, Tips, and Step-by-Step Plans for Coming Out Ahead BR 6172
by Robert Bell
2 volumes
A light, yet practical, guide to success in middle management. Its aim is to help people with little power defeat those with a lot. Bell presents dozens of case histories and offers sensible solutions for survival and victory. 1984.

Laws and Legislation

Cassette

Amendments to the Rehabilitation Act of 1973: P.L. 95-602 RC 12729
narrated by Bob Butz
1 cassette
Amends the Rehabilitation Act of 1973 to extend certain already established programs, to establish a community service employment program for handicapped individuals, and to provide comprehensive services for independent living for handicapped individuals. Also amends the Developmental Disabilities and Facilities Construction Act to revise and extend the programs under that Act and for other purposes. Also issued on flexible disc as FD 12729. 1978.

Braille

Amendments to the Rehabilitation Act of 1973: P.L. 95-602 BR 3917
1 volume
Amends the Rehabilitation Act of 1973 to extend certain already established programs, to establish a community service employment program for handicapped individuals, and to provide comprehensive services for independent living for handicapped individuals. Also amends the Developmental Disabilities and Facilities Construction Act to revise and extend the programs under that Act and for other purposes. 1978.

Rehabilitation Act of 1973: P.L. 93-112 BR 2438
1 volume
This law replaces the Vocational Rehabilitation Act of 1973 and extends the authorization of grants to states for vocational rehabilitation services, with special emphasis on services to those with the most severe handicaps. 1974.

Other Bibliographies

Bibliographies of books on disc and cassette and in braille are available on request from network libraries. They are produced in large-print, disc, and braille formats. Some bibliographies may not be available in all formats.

Bestsellers
Lists bestselling fiction of the twentieth century. Published in 1979.

Bestsellers 1979–1983
Supplement to Bestsellers listing bestselling fiction through 1983. Published in 1984.

Biography—The Arts
Guide to biographies and autobiographies of people in the arts. Published in 1980.

Biography—Government and Politics
Guide to biographies and autobiographies of people in governments and politics. Published in 1980.

Discoveries
A four-part bibliography of juvenile books:
- Fiction for the Youngest Reader
- Fiction for Elementary School Readers
- Fiction for Intermediate School Readers
- Fiction for Young Teens

Published in 1986.

Humor
Guide to fiction and nonfiction comic works. Published in 1987.

Mysteries
Works of detective and mystery fiction. Published in 1982.

Religion and Inspiration
Sacred writing and books on religions around the world. Published in 1987.

Romances
Lists romantic fiction and love stories. Published in 1984.

Short Novels
Novels of only one cassette, no more than two discs, or no more than two braille volumes. Published in 1985.

Short Stories
Lists collections of short stories and features an author index to individual stories. Published in 1989.

Westerns
Stories about the American frontier. Published in 1983.

Young Adult Fiction
Books for the twelve-to-twenty age group. Published in 1981.

Index

Discs

Careers for the 70s: Securities RD 6781 10
by Faye Henle

Catalyst 22
When Can You Start? The Complete Job-Search Guide for Women of All Ages RD 19012

Feldstein, Stuart 5
Home, Inc.: How to Start and Operate a Successful Business from Your Home RD 17565

Gandolfo, Joe 25
How to Make Big Money Selling RD 21975

Geneen, Harold 25
Managing RD 23098

Henle, Faye 10
Careers for the 70s: Securities RD 6781

Hennig, Margaret 22
The Managerial Woman RD 11881

Hill, Napoleon 25
The Law of Success RD 21917

Home, Inc.: How to Start and Operate a Successful Business from Your Home RD 17565 5
by Stuart Feldstein

How to Get More Business by Telephone RD 6794 25
by Jack Schwartz

How to Make Winning Your Lifestyle RD 6192 25
by David S. Viscott

How to Make Big Money Selling RD 21975 25
by Joe Gandolfo

Jardim, Anne 22
The Managerial Woman RD 11881

Korda, Michael 25
Success RD 11284

Korda, Michael 25
Power! How to Get It, How to Use It RD 8472

Landscape for Living RD 6424 11
by U.S. Department of Agriculture

The Law of Success RD 21917 25
by Napoleon Hill

The Managerial Woman RD 11881 22
by Margaret Hennig and Anne Jardim

Managing RD 23098 25
by Harold Geneen with Alvin Moscow

Mitchell, Joyce Slayton 19
See Me More Clearly: Career and Life Planning for Teens with Physical Disabilities RD 15569

Paraprofessions: Careers of the Future and the Present RD 6855 11
by Sarah Splaver

Power! How to Get It, How to Use It RD 8472 25
by Michael Korda

Saturday's Child: Thirty-six Women Talk about Their Jobs RD 6795 22
by Suzanne Seed

Schwartz, Jack 25
How to Get More Business by Telephone RD 6794

See Me More Clearly: Career and Life Planning for Teens with Physical Disabilities RD 15569 19
by Joyce Slayton Mitchell

Seed, Suzanne 22
Saturday's Child: Thirty-six Women Talk about Their Jobs RD 6795

Splaver, Sarah 11
Paraprofessions: Careers of the Future and the Present RD 6855

Success RD 11284 25
by Michael Korda

U.S. Department of Agriculture 11
Landscape for Living RD 6424

Viscott, David S. 25
How to Make Winning Your Lifestyle RD 6192

When Can You Start? The Complete Job-Search Guide for Women of All Ages RD 19012 22
by the staff of Catalyst

Cassettes

Able Scientists—Disabled Persons: Biographical Sketches Illustrating Careers in the Sciences for Able Disabled Students RC 22753 11
by S. Phyllis Stearner

Adams, Jane 8
How to Sell What You Write RC 22631

Allen, Louis L. 6
Starting and Succeeding in Your Own Small Business RC 11071

Alter, JoAnne 13
A Part-time Career for a Full-time You RC 18990

Alternatives to College RC 14593 19
by Linda Atkinson

Amendments to the Rehabilitation Act of 1973: P.L. 95-602 RC 12729 32

American Diabetes Association 12
Career Choices for Diabetics RC 16586

American Society of Journalists and Authors 7
The Complete Guide to Writing Non-fiction RC 21011

Andrews, Markita 27
How to Sell More Cookies, Condos, Cadillacs, Computers—and Everything Else RC 24721

Animal Partners: Training Animals to Help People RC 21610 11
by Patricia Curtis

Appelbaum, Judith 8
How to Get Happily Published RC 13254

The Art of Writing Effective Letters RC 7724 16
by Rosemary T. Fruehling and Sharon Bouchard

Atkinson, Linda 19
Alternatives to College RC 14593

Baldrige, Letitia 27
Letitia Baldrige's Complete Guide to Executive Manners RC 24276

Barth, George Francis 13
Your Aptitudes: You Do Best What You Are Best Suited to Do RC 10547

Baskerville, David 1
Music Business Handbook and Career Guide RC 18895

Behind the Filmmaking Scene RC 21786 1
by Virginia Phelps Clemens

Berliner, Don 17
Want a Job? Get Some Experience. Want Experience? Get a Job RC 14267

Beyond the Resumé: How to Land the Job You Want RC 21393 16
by Herman Holtz

Index Cassettes

Blank, Raymond 28
Playing the Game: A Psychopolitical Strategy for Your Career RC 17189

Bolles, Richard Nelson 17
What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers RC 11911

Bolles, Richard Nelson 17
What Color Is Your Parachute? A Practical Manual for Job-Hunters and Career-Changers RC 15091

Booher, Dianna 29
Would You Put That in Writing? How to Write Your Way to Success in Business RC 21372

Bouchard, Sharon 16
The Art of Writing Effective Letters RC 7724

Brothers, Joyce 26
How to Get Whatever You Want out of Life RC 13273

Brownstone, David M. 5
Sell Your Way to Success RC 14733

Career Associates 7
Career Choices for Students of Communications and Journalism RC 23178

Career Associates 2
Career Choices for Students of Computer Science RC 23177

Career Associates 12
Career Choices for Students of Economics RC 23343

Career Choices for Diabetics RC 16586 12
by American Diabetes Association

Career Choices for Students of Communications and Journalism RC 23178 7
by Career Associates

Career Choices for Students of Computer Science RC 23177 2
by Career Associates

Career Choices for Students of Economics RC 23343 12
by Career Associates

Careers in Education for the New Woman RC 16111 22
by Kiki Skagen

Careers in Engineering and Engineering Technology RC 15287 12
by Mary McHugh

Careers in Health: The Professionals Give You the Inside Picture about Their Jobs RC 13525 3
by Barbara Zimmermann and David B. Smith

Carnegie, Dale 27
How to Win Friends and Influence People RC 10972

Casewit, Curtis W. 8
Freelance Writing: Advice from the Pros RC 8754

Cheever, Raymond C., ed. 5
Home Operated Business Opportunities for the Disabled RC 21752

Chemistry Careers RC 14690 12
by L.B. Taylor, Jr.

Clark, Leta W. 6
How to Open Your Own Shop or Gallery RC 14183

Clarke, Emerson 9
Your Future in Technical and Science Writing RC 9427

Clemens, Virginia Phelps 1
Behind the Filmmaking Scene RC 21786

Coda editors 9
The Writing Business: A Poets and Writers Handbook RC 23241

The Complete Guide to Public Employment RC 26699 12
by Ronald L. and Caryl Rae Krannich

The Complete Guide to Writing Non-fiction RC 21011 7
by the American Society of Journalists and Authors

Conger, Lesley 8
To Writers, with Love RC 7817

Cosell, Hilary 23
Woman on a Seesaw: The Ups and Downs of Making It RC 23571

Coyne, John 19
Getting Skilled: A Guide to Private Trade and Technical Schools RC 11358

Craig, Julia F. 22
Minding My Own Business: Entrepreneurial Women Share Their Secrets for Success RC 20103

Curtis, Patricia 11
Animal Partners: Training Animals to Help People RC 21610

DeRidder, Margaret Djerf 4
New Career Opportunities in Health and Human Services RC 22811

Dozens of Ways to Make Money RC 12292 12
by Yvonne Michie Horn

Drucker, Peter F. 27
Innovation and Entrepreneurship: Practice and Principles RC 23790

Employment Opportunities and Protections for Diabetics RC 16586 12
by Joyce Kortman

Employment Opportunities for the Spinal Cord Injured Person: Preparing Yourself to Go to Work RC 13394 16
edited by Thomas R. Shworles and Richard J. McCauley

The Entrepreneurs: Twelve Who Took Risks and Succeeded RC 18445 25
by Robert L. Shook

Evans, Nancy 8
How to Get Happily Published RC 13254

Exploring Computer Careers for the Handicapped RC 25910 2
by Marilyn Jones

Fast Track: The Superachievers and How They Make It to Early Success, Status, and Power RC 13507 26
by Mary Alice Kellogg

Feingold, S. Norman 20
Your Future: A Guide for the Handicapped Teenager RC 17089

Fine Trades RC 16734 1
by Suzanne Seed

Fox, Marcia R. 19
Put Your Degree to Work: A Career-Planning and Job-Hunting Guide for the New Professional RC 14571

The Free-lance Writer's Survival Manual RC 18909 8
by Ernest E. Mau

Freelance Writing: Advice from the Pros RC 8754 8
by Curtis W. Casewit

Fruehling, Rosemary T. 16
The Art of Writing Effective Letters RC 7724

Germann, Richard 29
Working and Liking It RC 21590

Get the Best of Yourself: How to Find Your Success Pattern and Make It Work for You RC 12766 16
by Katherine Nash

Getting Skilled: A Guide to Private Trade and Technical Schools RC 11358 19
by Tom Hebert and John Coyne

Getting Yours: How to Make the System Work for the Working Woman RC 8936 22
by Letty Cottin Pogrebin

Girard, Joe 4
How to Sell Anything to Anybody RC 12341

Gittelson, Bernard 26
How to Make Your Own Luck RC 19883

Go for It! How to Win at Love, Work, and Play RC 21061 26
by Irene C. Kassorla

Going for It! How to Succeed as an Entrepreneur RC 24802 26
by Victor Kiam

Gordon, Suzanne 1
Off Balance: The Real World of Ballet RC 19620

Graham, Lawrence 19
Jobs in the Real World: The Student Job-Search Handbook RC 19907

The Greatest Salesman in the World RC 18023 26
by Og Mandino

Grow Rich! With Peace of Mind RC 16356 26
by Napoleon Hill

The Guide to Career Education RC 9673 12
by Muriel Lederer

Head Nurse RC 9537 3
by Barbara Villet

Hebert, Tom 19
Getting Skilled: A Guide to Private Trade and Technical Schools RC 11358

Here Is Your Career: Airline Pilot RC 17439 13
by Frank Stilley

Here Is Your Career: Banking, Money, and Finance RC 13362 13
by April Klimley

Hidden Fortunes: How to Profit from the New Opportunities of the 1980s RC 20540 13
by Albert J. Lowry

Hill, Napoleon 27
The Master-Key to Riches RC 23254

Hill, Napoleon 26
Grow Rich! With Peace of Mind RC 16356

Holtz, Herman 16
Beyond the Resumé: How to Land the Job You Want RC 21393

Home Operated Business Opportunities for the Disabled RC 21752 5
edited by Raymond C. Cheever

Horn, Yvonne Michie 12
Dozens of Ways to Make Money RC 12292

How to Become Financially Successful by Owning Your Own Business RC 17623 6
by Albert J. Lowry

How to Break into the Media Professions RC 18466 8
by Caroline A. Zimmerman

How to Get Whatever You Want out of Life RC 13273 26
by Joyce Brothers

How to Get Happily Published 8
RC 13254
by Judith Appelbaum and Nancy Evans

How to Get a Better Job: The New Official Book of the Job Finding Forum of the Advertising Club of New York 16
RC 10534
by Austin Marshall

How to Make Your Own Luck 26
RC 19883
by Bernard Gittelson

How to Open Your Own Shop or Gallery RC 14183 6
by Leta W. Clark

How to Prosper in Your Own Business: Getting Started and Staying on Course RC 17166 6
by Brian R. Smith

How to Sell Anything to Anybody 4
RC 12341
by Joe Girard

How to Sell What You Write 8
RC 22631
by Jane Adams

How to Sell More Cookies, Condos, Cadillacs, Computers—and Everything Else RC 24721 27
by Markita Andrews

How to Succeed in Show Business by Really Trying: A Handbook for the Aspiring Performer RC 24821 1
by Michael Lydon

How to Win Friends and Influence People RC 10972 27
by Dale Carnegie

How to Write a Cookbook and Get It Published RC 21387 8
by Sara Pitzer

Hyatt, Carole 23
The Woman's Selling Game: How to Sell Yourself . . . and Anything Else RC 15722

Innovation and Entrepreneurship: Practice and Principles RC 23790 27
by Peter F. Drucker

Job Hunting for the Disabled 16
RC 21653
by Edith Marks and Adele Lewis

Jobs in the Real World: The Student Job-Search Handbook 19
RC 19907
by Lawrence Graham

Johnson, Spencer 4, 28
The One Minute Sales Person: The Quickest Way to More Sales with Less Stress RC 21517

Jones, Marilyn 2
Exploring Computer Careers for the Handicapped RC 25910

Karlin, Muriel Schoenbrun 13
Solving Your Career Mystery RC 10351

Kassorla, Irene 26
Go for It! How to Win at Love, Work, and Play RC 21061

Kellogg, Mary Alice 26
Fast Track: The Superachievers and How They Make It to Early Success, Status and Power RC 13507

Kiam, Victor 26
Going for It! How to Succeed as an Entrepreneur RC 24802

Kiev, Ari 28
A Strategy for Success RC 14156

Klimley, April 13
Here Is Your Career: Banking, Money, and Finance RC 13362

Knott, Leonard L. 9
Writing after Fifty: How to find, Enjoy, and Make Money from a New Career as a Writer after You Retire RC 24218

Konkel, Gilbert J. 2
Your Future in Word Processing RC 19576

Kortman, Joyce 12
Employment Opportunities and Protections for Diabetics RC 16586

Krannich, Ronald L. and Caryl Rae 12
The Complete Guide to Public Employment RC 26699

LeBoeuf, Michael 29
Working Smart: How to Accomplish More in Half the Time RC 14369

Lederer, Muriel 12
The Guide to Career Education RC 9673

Lee, Rose P. 19
A Real Job for You: An Employment Guide for Teens RC 24412

Letitia Baldrige's Complete Guide to Executive Manners RC 24276 27
by Letitia Baldrige

Levering, Robert 17
The One Hundred Best Companies to Work for in America RC 21567

Lewis, Adele 16
Job Hunting for the Disabled RC 21653

Linkletter, Art 29
Yes, You Can: How to Succeed in Business and Life RC 13828

Lowry, Albert J. 6
How to Become Financially Successful by Owning Your Own Business RC 17623

Lowry, Albert J. 13
Hidden Fortunes: How to Profit from the New Opportunities of the 1980s RC 20540

Lydon, Michael 1
How to Succeed in Show Business by Really Trying: A Handbook for the Aspiring Performer RC 24821

MacCampbell, Donald 9
The Writing Business RC 14326

Making Money with Your Microcomputer RC 26338 2
by Howard Parmington

Man in Charge: The Executive's Guide to Grooming, Manners, and Travel RC 9524 27
by John Weitz

Mandino, Og 26
The Greatest Salesman in the World RC 18023

Marks, Edith 16
Job Hunting for the Disabled RC 21653

Marshall, Austin 16
How to Get a Better Job: The New Official Book of the Job Finding Forum of the Advertising Club of New York RC 10534

The Master-Key to Riches RC 23254 27
by Napoleon Hill

Mau, Ernest E. 8
The Free-lance Writer's Survival Manual RC 18909

McCauley, Richard J., ed. 16
Employment Opportunities for the Spinal Cord Injured Person: Preparing Yourself to Go to Work RC 13394

McCormack, Mark H. 28
What They Don't Teach You at Harvard Business School RC 21234

McHugh, Mary 12
Careers in Engineering and Engineering Technology RC 15287

McVicar, Marjorie 22
Minding My Own Business: Entrepreneurial Women Share Their Secrets for Success RC 20103

Meredith, Scott 9
Writing to Sell RC 11146

Metcalf, Wendell O. 6
Starting and Managing a Small Business of Your Own RC 16373

Metcalf, Wendell O. 6
Starting and Managing a Small Business of Your Own RC 12231

Meyer, Carol 9
The Writer's Survival Manual: The Complete Guide to Getting Your Book Published Right RC 19113

Miklowitz, Gloria D. 20
The Young Tycoons: Ten Success Stories RC 21770

Miller, Norma R. 20
Your Future: A Guide for the Handicapped Teenager RC 17089

Minding My Own Business: Entrepreneurial Women Share Their Secrets for Success RC 20103 22
by Marjorie McVicar and Julia F. Craig

Molloy, John T. 23
The Woman's Dress for Success Book RC 14470

Molloy, John T. 27
Molloy's Live for Success RC 16801

Molloy's Live for Success RC 16801 27
by John T. Molloy

Music Business Handbook and Career Guide RC 18895 1
by David Baskerville

Nash, Katherine 16
Get the Best of Yourself: How to Find Your Success Pattern and Make It Work for You RC 12766

New Career Opportunities in Health and Human Services RC 22811 4
by Margaret Djerf DeRidder

O'Toole, J. Corbett 23
What Happens after School? A Study of Disabled Women and Education RC 14515

Off Balance: The Real World of Ballet RC 19620 1
by Suzanne Gordon

The One Hundred Best Companies to Work For in America RC 21567 17
by Robert Levering and others

The One Minute Sales Person: The Quickest Way to More Sales with Less Stress RC 21517 4, 28
by Spencer Johnson and Larry Wilson

Parmington, Howard 2
Making Money with Your Microcomputer RC 26338

A Part-time Career for a Full-time You RC 18990 13
by JoAnne Alter

Peck, Phyllis J. 2
Your Future in Word Processing RC 19576

Pitzer, Sara 8
How to Write a Cookbook and Get It Published RC 21387

Playing the Game: A Psychopolitical Strategy for Your Career RC 17189 28
by Raymond Blank

Pogrebin, Letty Cottin 22
Getting Yours: How to Make the System Work for the Working Woman RC 8936

Porter, Sylvia 20
Sylvia Porter's Your Own Money: Earning It, Spending It, Saving It, Investing It, and Living on It in Your First Independent Years RC 20772

Put Your Degree to Work: A Career-Planning and Job-Hunting Guide for the New Professional RC 14571 19
by Marcia R. Fox

A Real Job for You: An Employment Guide for Teens RC 24412 19
by Rose P. Lee

Ringer, Robert J. 29
Winning through Intimidation RC 9442

Roberts, Stephen Stark 2
You Don't Have to Be a Genius to Land a Computer Job: How to Find a Career in the World's Fastest Growing Field RC 21169

Root, Vernon 9
Your Future in Technical and Science Writing RC 9427

Schworles, Thomas R., ed. 16
Employment Opportunities for the Spinal Cord Injured Person: Preparing Yourself to Go to Work RC 13394

Seed, Suzanne 1
Fine Trades RC 16734

Sell Your Way to Success RC 14733 5
by David M. Brownstone

Selling What You Make RC 7755 5
by Jane Wood

Shook, Robert L. 25
The Entrepreneurs: Twelve Who Took Risks and Succeeded RC 18445

Shook, Robert L. 28
Ten Greatest Salespersons: What They Say about Selling RC 12675

Shworles, Thomas R., ed. 16
Employment Opportunities for the Spinal Cord Injured Person: Preparing Yourself to Go to Work RC 13394

Skagen, Kiki 22
Careers in Education for the New Woman RC 16111

Smith, Brian R. 6
How to Prosper in Your Own Business: Getting Started and Staying on Course RC 17166

Smith, David B. 3
Careers in Health: The Professionals Give You the Inside Picture about Their Jobs RC 13525

Solving Your Career Mystery RC 10351 13
by Muriel Schoenbrun Karlin

Spradley, James P. 29
The Work/Stress Connection: How to Cope with Job Burnout RC 18778

Starting and Managing a Small Business of Your Own RC 12231 6
by Wendell O. Metcalf

Starting and Managing a Small Business of Your Own RC 16373 6
by Wendell O. Metcalf

Starting and Succeeding in Your Own Small Business RC 11071 6
by Louis L. Allen

Stearner, S. Phyllis 11
Able Scientists—Disabled Persons: Biographical Sketches Illustrating Careers in the Sciences for Able Disabled Students RC 22753

Stechert, Kathryn B. 22
Sweet Success: How to Understand the Men in Your Business Life—and Win with Your Own Rules RC 25226

Steele, Addison 28
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Woman's Work Book BR 3245

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by S. Phyllis Stearner

Adleman, Robert H. 10
What's Really Involved in Writing and Selling Your Book BR 2302

Amendments to the Rehabilitation Act of 1973: P.L. 95-602 BR 3917 32

Angel, Juvenal L. 15
Employment Opportunities for the Handicapped BR 3057

Arnold, Arnold 14
Career Choices for the 70's BR 1798

Baker, Samm Sinclair 10
Writing Nonfiction That Sells BR 6488

Beatty, Richard H. 17
The Resumé Kit BR 6011

Belkin, Gary S. 10
Getting Published: A Guide for Businesspeople and Other Professionals BR 5810

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Careers for the Seventies: Close-ups of Twenty Ways Americans Earn a Living BR 1725

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Careers in Social Work BR 252

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Laird, Donald A. and Eleanor C. 30
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